

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing lower-ranking officers in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains oversee projects and programs for the department while assisting in the development of procedures; supervise the management of vehicle maintenance, inventory control and other designated functions and participate in public relation duties. The employee of this class assumes command of departmental operations in the absence of a superior officer. Routine duties are handled independently, with special assignments received from the Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in the management of one department function or division. Directs the deployment of available manpower and the supervision of subordinate employees in areas, such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Ensures that required police services are provided to the public while working to minimize expense to the department. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in the development of tactical plans for response to various emergency situations. Exchanges related pertinent information with other individuals or agencies.

Establishes long-term goals for subordinates in order to best accomplish the objectives of the department. Defines responsibilities and duties, including explaining policies, procedures and rules. Sets work schedules and approves leave, ensuring that sufficient personnel are available to meet department staffing requirements. Delegates assignments, and monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Holds meetings for the purpose of receiving reports, disseminating information or discussing work problems. Reviews reports written by subordinate personnel. Evaluates employee work performance; writes employee evaluation reports and counsels employees who are experiencing work problems. Handles employee complaints and grievances. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural

problems. Provides on-the-job training, as well as provides assistance in technical areas of work. Supervises employee training at all levels by scheduling department training or providing for outside instruction. Assists with the personnel recruitment and selection program as needed.

Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Makes recommendations for changes in procedures or policies as needed. Conducts research for the purpose of planning programs and activities to enhance the department, such as in the implementation of a safety program. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Evaluates new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Supervises the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Locates outside services and obtains costs estimates for repair and maintenance of department facilities, property and equipment. Assigns repair and maintenance tasks to qualified personnel in accordance with department procedures. Inspects facilities, property or equipment after repairs and maintenance. Investigates accidents involving department equipment or personnel, determines cause and makes changes designed to avoid future accidents.

Reviews incoming communications, handling matters, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Completes forms and creates records related to all functions of the department, such as records on suspects, equipment maintenance, daily logs and law enforcement personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information for reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such.

Assists in the departmental budget process by gathering budget information. Reviews and approves of purchase requisitions, vouchers for payment or related financial records and confirms that they are submitted to the proper authority. Researches potential grants and completes grant applications in order to obtain funds for specific department programs. Administers grant-funded projects, ensuring that grant provisions are met and the funds are used as specified in the proposal. Reviews products by meeting with sales representatives and evaluating specifications. Prepares specifications on new police department equipment for public bids. Assists in purchasing by ordering and disbursing equipment and supplies.

Oversees police department response to inquiries or complaints from the public about law enforcement operations, promoting a positive public image of the work of the department. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Communicates with the District Attorney's Office to exchange information about investigations in order to facilitate successful disposition of cases. Assists with crime prevention or community relations efforts by determining targeted areas, writing and delivering speeches, and giving demonstrations on crime prevention techniques.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year immediately preceding closing date for application to the board.